

Project Name: Legal Library Database
OCIO Project #:
Department: California Department of Social Services
Revision Date: 5/28/09

Concept Statement

Description

Brief description of the proposed project:

Creation of an electronic searchable database available via web access to Legal staff. Database to contain a listing and brief description of library materials available at all CDSS locations.

Need Statement

High Level Functional Requirements:

Must be user friendly and easily accessible to Legal Division staff at all locations. Must be easy to update. Searchable by commonly accepted library search categories. Ability to check out items online.

What is Driving This Need?

The ability to do accurate and timely research is a both a critical and a core function of legal division staff responsibilities. Hardcopy and electronic library materials are not easily identified by staff. The Legal Division does not have a Librarian to maintain the materials and many staff do not know what is available in the Division's library.

Risk to the Organization if This Work is Not Done:

Issues and essential primary and secondary information may go undiscovered thus possibly affecting the quality of the legal advice given or litigation performed. Materials that would benefit Legal workproduct remain unused by staff who do not know the materials are available.

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Benefit Statement

Intangible Benefits

Process Improvements (describe the nature of the process improvement):

Materials purchased to assist staff would be utilized. Time saved from not having to search through entire library in hopes that there is something on point. Would save staff time and expense of traveling to public legal libraries to access needed materials.

Other Intangible Benefits:

Tangible Benefits

Revenue Generation (describe how revenue will be generated):

Cost Savings (describe how cost will be reduced):

Would assist staff in knowing what materials are available to them to access "in house".

CA - PMM

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement


Cost Avoidance (describe the cost and how avoided):

Risk Avoidance (describe the risk and how avoided):

Improved Services:

Staff could access materials in their workplace instead of traveling to public legal libraries.

Consistency

"No" Responses 		Rationale	Action Required
Enterprise Architecture	Yes		
Business Plan	Yes		
Strategic Plan	Yes		

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Impact to Other Agencies

Nature of Impact to Other Agencies

Agency:
<i>Describe the nature of the impact:</i>

Agency:
<i>Describe the nature of the impact:</i>

Agency:
<i>Describe the nature of the impact:</i>

Agency:
<i>Describe the nature of the impact:</i>

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Impact to Other Programs

Nature of Impact to Other Programs

Program:
<i>Describe the nature of the impact:</i>

Program:
<i>Describe the nature of the impact:</i>

Program:
<i>Describe the nature of the impact:</i>

Program:
<i>Describe the nature of the impact:</i>

Solution Alternatives

Alternative 1:
Create electronic listing with brief description of library materials available to staff.

CA - PMM

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Technical Considerations for Alternative 1:

Requires ISD staff expertise as to type of format and needs to be user friendly and easily accessible to Legal Division staff in all locations.

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

Alternative 2:

Technical Considerations for Alternative 2:

ROM Cost: to

Note: high end of range must not exceed 200% of low end of range

CA - PMM

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Alternative 3:

Technical Considerations for Alternative 3:

ROM Cost:

to

Note: high end of range must not exceed 200% of low end of range

Recommendation

Comparison:

Alternative 1	ROM Cost	Risk
	\$0 - \$0	
Alternative 2	ROM Cost	Risk
	\$0 - \$0	
Alternative 3	ROM Cost	Risk
	\$0 - \$0	

Conclusions:

1	
2	
3	
4	

CA - PMM

Project Name: Legal Library Database

OCIO Project #:

Department: California Department of Social Services

Revision Date: 5/28/09

Concept Statement

Recommendation:

Project Approach *(if known)*

System Complexity:			System Business Hours: <i>(e.g., 24x7, 9am-5pm)</i> :	
Architecture	<input type="checkbox"/> Mainframe	<input type="checkbox"/> Client Server	<input type="checkbox"/> Web Based	Num. of New Databases:
Technology	<input type="checkbox"/> New	<input type="checkbox"/> New to Staff	<input type="checkbox"/> In-House Experience	Interfaces:
Implementation	<input type="checkbox"/> Central Site	<input type="checkbox"/> Phased Roll-out		Num. of Sites:
M & O Support	<input type="checkbox"/> Contractor	<input type="checkbox"/> Data Center	<input type="checkbox"/> Project	<input type="checkbox"/> Returned to Sponsor
Procurement Approach: <i>(consult with OSI Procurement Center)</i>				Number of Procurements:
Open Procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No		Delegated Procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Scope of Contract	<input type="checkbox"/> Development	<input type="checkbox"/> Implementation	<input type="checkbox"/> M & O	<input type="checkbox"/> Other:
Anticipated Length of Contract:		Years / extensions for years		